



---

# M E M O R A N D U M

---

DATE: May 11, 2021

TO: Tim Sistrunk, California Faculty Association, Chico Chapter President

FROM: Brian Oppy, Associate Vice President for Academic Personnel  
Denise Hardy, Director of Labor Relations  
Robin Yant, Assistant Director of Academic Personnel

Cc: Al Schademan, California Faculty Association, Chico Chapter Faculty Rights Chair  
Janeth Rodriguez; California Faculty Association; Field Representative

RE: Agreement to Allow Probationary Faculty the Option to Extend Their Probationary Period by One Academic Year Due to the COVID-19 Pandemic

---

For many, the unexpected and unique circumstances surrounding the COVID-19 pandemic beginning in spring 2020 have caused concern about the possible negative impacts on progress towards tenure and promotion. The restrictions in travel and social distancing requirements as well as quarantine requirements continue to reduce and affect access to facilities, field and laboratory data collection, and participation in conferences, workshops and performances. The requirement to migrate courses to alternative virtual modalities may have also impacted progress. California State University, Chico (Chico State) and the Chico Chapter of the California Faculty Association (CFA) acknowledge and understand these concerns.

We have collaborated together to permit probationary faculty to request a one-year extension to their probationary period due to COVID-19 related impacts if they did not already do so last academic year when this same program was offered. The one year probation extension, if granted, extends the normal timeline towards tenure and promotion by one additional academic year by adding an additional year at the end of the regular six year cycle. The normal period of probation is six years per Article 13.3. CBA Article 13.7 and 13.8 allow for extensions to the probationary period, upon the faculty member's request, based on certain enumerated criteria. With this CBA language in mind, and after consultation with the Executive Committee of the Academic Senate and the Provost, CFA and Office of Academic Personnel (OAPL) have agreed to the following guidelines and procedures by which probationary tenure track faculty may request a one year extension to their probationary period:

## Guidelines and Procedures:

1. Faculty members, in good standing, wishing to request a one-year extension to the end of their probationary period due to the impact of the COVID-19 crisis must submit an [extension request form](#) to their Chair. The application period for this extension begins on May 14 and ends on August 20, 2021.
2. Justification related to the COVID-19 pandemic for the request must be provided on the application form indicating one or more of the following:
  - Substantially disrupted access to research subjects, collaborators, conferences, fieldwork, clinical settings, or other professional growth opportunities, such as residencies or fellowships due to recommended social distancing, quarantine, event cancellation,
  - Family and Medical Leave Act-related or individual sick leave due to COVID-19.
3. A faculty member granted an additional year will proceed as normal during academic year 2021-2022 with their performance or periodic review with the following exceptions:
  - Faculty granted an additional year and currently completing the 5<sup>th</sup> year of their probationary cycle in AY 2020-2021, who normally would be going up for tenure and promotion beginning Fall 2021, will instead undergo a periodic review in Spring 2022, and a performance review for tenure and promotion in the 2022-2023 academic year.
  - All other faculty granted an additional year will receive a periodic review in their 6<sup>th</sup> probationary year instead of a performance review and, **beginning their 7<sup>th</sup> probationary year**, will undergo a performance review for tenure and promotion.
4. The following conditions to the extension of the probationary period apply:
  - Faculty members who applied for, and were granted a probationary extension due to COVID-19 in 2020 are not eligible for this extension.
  - The extension of the probationary period within the parameters/scope of this memo is **irrevocable** when approved by the Provost. This means that even if the faculty member's COVID-19 justifications for the extension request change, the extension of the probation period continues.
  - The regular schedule of review will continue each academic year, including academic year 2021-2022. The extension means the probationary period will be extended by one (1) year beyond the normal probationary period of six (6) years of full-time probationary service and credited service specified in Article 13.3.
  - Should an extension be granted, a tenure and/or promotion review requested

**prior** to the final probationary year will be considered **accelerated** and the criteria for accelerated tenure and/or promotion will apply.

5. A granted extension does not change the RTP expectations for a candidate, and all normal criteria as set forth in the faculty member's Department Standards, the FPPP and CBA will remain applicable.
6. The extension of the probationary period does not guarantee retention during and/or up-to-the conclusion of the newly established probationary period nor does the extension guarantee tenure or promotion.
7. The Department Chair shall review the request for extension and make a recommendation to approve or deny within 7 days of receipt and forward to the Dean. The Dean shall review the request for extension and make a recommendation to approve or deny within 7 days of receipt and forward to OAPL for Provost review. The Provost shall grant or deny the request for extension and notify the faculty member within 10 days of receipt. In case of a delay, all parties shall be notified.
8. A copy of the application noting an approved extension will be filed in the Personnel Action File (PAF).